Policy Document:

Use of Digital Photography.

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Introduction
This image use policy applies to the use of any film and electronic photographic equipment used at the Centre. This will include cameras, mobile phones, webcams, tablets with inbuilt cameras as well as other forms of digital technology and resources for storing and printing images.

As digital cameras and mobile phones have become more advanced and easier to use, it is increasingly likely that children and their families will be using digital photography as part of their everyday family life. It is therefore very important that the Meadows Day Care Centre and all staff, the Trustees, volunteers, students, visitors to the setting, parents/guardians and children consider the impact such technology may have.

Digital technology has increased the potential for cameras and images to be misused and inevitably there are concerns about the risks to which children may be exposed. However, we understand and are aware that the behaviours of individuals using the technology present the risk, not the technology.

By taking reasonable steps to make certain that a photograph is appropriate and the full name and contact details are protected, then photography for use in our setting and other events by staff, families and the media should be allowed. We are aware that the widespread use of mobile telephones as digital cameras would make banning them very difficult for us to impose and police. (For further information regarding the general use of mobile phones and recording devices please see our Mobile Phones and Recording Devices Policy). Generally, photographs for the setting and family use, and those that appear in the press are a source of pleasure and pride. They enhance self-esteem for children and their families and this practice should continue within the safe practice guidelines detailed below.

Policy statement
This policy seeks to ensure that images and videos taken within and held by the Meadows are taken and held legally and the required thought is given to safeguarding all members of the setting. It applies to all images (including still and video content) taken by the setting. It applies to all staff, trustees, volunteers, students, visitors to the setting and other individuals who work for, or provide services the Centre as well as parents/guardians and children.

The Centre has CCTV around the site.

This policy forms part of our Safeguarding Children procedures and should be read in conjunction with the following policies and procedures:

- Safeguarding and child protection
- Online safety
- Acceptable internet use
- Mobile phones and recording devices
- Confidentiality

All images taken by the setting will be used in a manner respectful of the data protection principles (Data Protection Act 2018). This means that images will be:

- adequately protected if transferred to other countries
- kept securely
- processed in line with an individual's legal rights

- kept on file no longer than is necessary
- accurate and up to date
- used in a way that is adequate, relevant and not excessive
- fairly and lawfully processed
- processed for limited, specifically stated purposes

The settings Designated Safeguarding Lead (DSL) is responsible for ensuring the acceptable, safe use and storage of all camera technology and images within the Centre. In addition, the DSL has the authority to view any images taken and/or to withdraw or modify a member of staff's authorisation to take images at any time. All members of staff, students, volunteers, visitors and parents should be aware that all images taken within the setting are available for scrutiny and that they must be able to justify any images in their possession.

Where concerns are raised, or disclosures made, regarding suspicious activity relating to the use of images the Designated Safeguarding Lead will contact the Local Authority Designated Officer (LADO) for advice.

Procedure

Under the Data Protection Act 2018 the setting must seek parental consent to take photos and to use video recorders. Photos will be taken using the setting's tablet PC's, which are password protected, and backed-up to the Google Cloud, Microsoft 365 Cloud and then made available on the staff computer, again this is password protected. Approved images may also be uploaded to the Tapestry Online Journal, access to which is again password protected.

- Photographs maybe taken during indoor and outdoor activities and displayed in albums, on wall displays or in a child's developmental records for the children and Parents/carers to look at.
- Often photos may contain other children in the background.

Safety of Images and Videos

- All images taken and processed by or on behalf of the setting will take place using only equipment and devices provided by the Centre.
- All Staff will have to annually read and sign this policy.
- All members of staff (including volunteers) will ensure that all images are available for scrutiny and will be able to justify any images in their possession.
- Images will not be kept for longer than is to be considered necessary. All staff are responsible for ensuring that all photographs are permanently wiped from memory cards, computer hard and portable drives or other relevant devices once the images will no longer be of use. This will be monitored by the Designated Safeguarding Person.
- All printed images will remain on site at all times, unless prior explicit consent has been given by both the DSP and the parent/guardian of any child or young person captured in any photograph.
- Should permission be given to take any printed image off site then all relevant details will to be recorded, for example who, what, when and why and data will be kept securely.
- Any memory stick, CD or storage device containing images of children to be taken offsite for further work will be suitably encrypted or password protected.
- The DSP reserves the right to view any images taken and/or to withdraw or modify a member of staffs' authorisation to take or make images at any time.
- Only official setting owned equipment (e.g. work provided digital or video cameras, tablets, mobile phones, etc) will be used by staff to capture images of children for official purposes.
- Use of personal cameras by staff is prohibited at all times.
- Any apps, websites or third-party companies used to share, host or access children's images will be risk assessed prior to use.

- The setting will ensure that images always are held in accordance with the Data Protection Act 2018 and suitable child protection requirements (if necessary) are in place.
- Photographs will be disposed of should they no longer be required. They will be returned to the parent or carer, deleted and wiped or shredded as appropriate. Copies will not to be taken of any images without relevant authority and consent from the DSL and the parent/carer.
- Many mobile phones have built-in cameras so staff mobiles must be left in the lobby area.

Publication and sharing of images and videos

- Images or videos that include children will be selected carefully for use e.g., only using images of children who are suitably dressed.
- Images or videos that include children will not provide material which could be reused.
- Children's' full names will not be used on the website or other publication (e.g., newsletters, social media channels) in association with photographs or videos.
- The setting will not include any personal information on video, on the website, in a prospectus or in other printed publications.
- Any parents/guardians and staff members with particular concerns must always be able to withhold their consent for the publication or sharing of images for whatever reason.

Usage of systems to share images with parents

- The Meadows Day Care Centre uses Tapestry to upload and share images of children with parents.
- The use of Facebook page has been appropriately risk assessed and the setting has taken steps to ensure all data stored is held in accordance with the Data Protection Act 2018 (as above).
- Images uploaded to Tapestry and Facebook will only be taken used the setting's devices.
- All users authorised to upload images to Facebook are advised on safety measures to protect all members of the community e.g., using strong passwords, logging out of systems after use etc.
- Parents/guardians will be informed of the settings expectations regarding safe and appropriate use (e.g., not sharing passwords or copying and sharing images) prior to being given access.

Failure to comply with this may result in access being removed.

Safe Practice when taking images and videos

- Careful consideration is given before involving very young or vulnerable children when taking photos or recordings, who may be unable to question why or how activities are taking place.
- The setting will discuss the use of images with children in an age-appropriate way.
- A child's right not to be photographed is to be respected. Images will not be taken of any child against their wishes.
- Photography is not permitted in sensitive areas such as toilets.

Use of Photos/Videos by Parents/Guardians at event

- Parents/guardians are permitted to take photographs or video footage of events for private use only and only after agreeing to the Centres requirements prior to the event. As detailed in the registration forms pack.
- Parents/guardians who are using photographic equipment must be mindful of others when making and taking images.
- The opportunity for parents/guardians to take photographs and make videos can be reserved by the setting on health and safety grounds.
- Parents/guardians are only permitted to take or make recording within designated areas of the setting. Photography is not permitted in sensitive areas such as toilets.
- The right to withdraw consent will be maintained and any photography or filming on site will be open to scrutiny at any time.
- Parents may contact the setting DSP to discuss any concerns regarding the use of images.

- Photos and videos taken by the setting and shared with parents should not be shared elsewhere (e.g., posted on social media site), to do so may breach intellectual property rights, data protection legislation and importantly may place members of the community at risk of harm. Parents must agree to the Centre's requirements prior to access being granted to Tapestry.
- Staff telephones must be left near the office with other personal belongings, and must not be left in the childcare areas/rooms or carried in staff pockets.
- Cameras and mobile phones are not permitted in the toilet area.

Use of Photos/Videos by Children

- The setting will discuss and agree age-appropriate acceptable use rules with children regarding the appropriate use of cameras, such as places children cannot take the camera (e.g., unsupervised areas, toilets etc.).
- Members of staff will role model positive behaviour to the children by encouraging them to ask permission before they take any photos.
- Parents/carers will be made aware that children will be taking photos/videos of other children and will be informed how these images will be managed by the setting e.g., will be for internal use by the setting only (not shared online or via any website or social media tool).
- Still and video cameras provided for use by children and the images themselves will not be removed from the setting.

Use of Images of Children by the Media

- Where a press photographer is to be invited to celebrate an event, every effort will be made to ensure that the newspaper's (or other relevant media) requirements can be met.
- The identity of any press representative will be verified and access will only be permitted where the event is planned, and where press are to be specifically invited to attend. No authorisation will be given to unscheduled visits by the press under any circumstances.
- Every effort will be made to ensure the press abide by any specific guidelines should they be requested. No responsibility or liability however can be claimed for situations beyond reasonable control, and where the setting is to be considered to have acted in good faith.

Use of Professional Photographers

- Professional photographers who are engaged to record any events will be prepared to work according to the terms of the settings Acceptable internet use policy.
- Photographers will not have unsupervised access to children.